

**State of Hawaii  
Department of Health  
Communicable Disease Division  
STD/AIDS Prevention Branch**

**Request for Proposals for**

**Purchase of medications and delivery to  
physician's offices for eligible participants  
in the HIV Drug Assistance Program**

**RFP Number: HTH-121-100**

**April 11, 2005**

April 11, 2005

REQUEST FOR PROPOSALS

PURCHASE OF MEDICATIONS AND DELIVERY TO PHYSICIANS' OFFICES  
FOR ELIGIBLE PARTICIPANTS IN THE HIV DRUG ASSISTANCE PROGRAM

RFP No. HTH-121-100

The Hawaii Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch, is requesting proposals from qualified applicants to provide services for the purchase of certain prescription medications with the delivery to physicians' offices of eligible participants in the HIV Drug Assistance Program (HDAP). This service is to be provided statewide. The contract term will be from July 1, 2005 through June 30, 2007.

Proposals shall be mailed and postmarked by the United State Postal Service on or before May 2, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on May 2, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The STD/AIDS Prevention Branch shall conduct an orientation on April 19, 2005, at 9:30 a.m. HST, STD/AIDS Prevention Branch, 728 Sunset Avenue, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on April 21, 2005. All written questions will receive a written response from the State on or about April 26, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Peter Whiticar, at the STD/AIDS Prevention Branch, 3627 Kilauea Avenue, Rm. 306, Honolulu, Hawaii 96816, telephone: (808) 733-9010, fax: (808) 733-9015.

# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

Applicants are encouraged to read each section of the Request for Proposals (RFP) thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

*Section 1, Administrative Overview*--Provides applicants with an overview of the procurement process.

*Section 2, Service Specifications*--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

*Section 3, POS Proposal Application Instructions*--Describes the required format and content for the proposal application.

*Section 4, Proposal Evaluation*--Describes how proposals will be evaluated by the state purchasing agency.

*Section 5, Attachments* --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

STD/AIDS Prevention Branch

Department of Health  
State of Hawaii  
3627 Kilauea Avenue, Room 306  
Honolulu, Hawaii 96816  
Telephone: (808) 733-9010 Fax: (808) 733-9015

#### **IV. Procurement Timetable**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	<u>April 11, 2005</u>
Distribution of RFP	<u>April 11, 2005</u>
RFP orientation session	<u>April 19, 2005</u>
Closing date for submission of written questions for written responses	<u>April 21, 2005</u>
State purchasing agency's response to applicants' written questions	<u>April 26, 2005</u>
Discussions with applicant prior to proposal submittal deadline	<u>NA</u>
Proposal submittal deadline	<u>May 2, 2005</u>
Discussions with applicant after proposal submittal deadline	<u>NA</u>
Final revised proposals (optional)	<u>NA</u>
Proposal evaluation period	<u>May 9- 13 2005</u>
Provider selection	<u>May 16, 2005</u>
Notice of statement of findings and decisions	<u>May 17, 2005</u>
Contract start date	<u>July 1, 2005</u>

#### **V. Orientation**

An orientation for applicants in reference to the request for proposals will be held as follows: April 19, 2005, at 9:30 a.m., at the STD/AIDS Prevention Branch, 728 Sunset Avenue, Honolulu, Hawaii. Special modifications (e.g. sign language interpreter, large print, taped materials, etc.) can be provided, if requested in advance by calling Mr. Peter Whiticar at (808) 733-9010.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than 4:30 p.m. H.S.T., on April 21, 2005, in order to generate written state purchasing agency response.

#### **VI. Submission of Questions**

Applicants may submit questions in writing to the RFP Contact Person(s) identified in Section 2 of this RFP. The deadline for submission of written questions is April 21, 2005. All written questions will receive a written response from the state purchasing agency. State agency responses to applicant questions will be provided by April 26, 2005.

## VII. Submission of Proposals

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services and For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required

either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

**One original and four (4) copies** of the proposal are required. Proposals must be postmarked before 12:00 midnight, May 2, 2005, or delivered to the designated drop-off sites by 4:30 p.m., May 2, 2005. Any proposal postmarked or received after the designated date and time shall be rejected. Faxed proposals or proposals transmitted by e-mail are not acceptable.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to:

[http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **VIII. Discussions with Applicants**

- A. Prior to Submittal Deadline** - Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **IX. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **X. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XI. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit-only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications.

Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

**Head of State Purchasing Agency**

Name: Chiyome Leinaala Fukino, M.D.

Title: Director of Health

Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801

Business Address: 1250 Punchbowl Street, Honolulu, Hawaii

**Procurement Officer**

Name: Ann Kinningham

Title: Chief, Administrative Services Office

Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801

Business Address: 1250 Punchbowl Street, Honolulu, Hawaii

**XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

**XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures

- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the POS website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see Section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

## **Section 2**

# **Service Specifications**

## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Background**

The HIV Drug Assistance Program (HDAP) was established in 1989 to provide treatment to persons with HIV infection who have no prescription drug coverage. Medications provided are for HIV, treatment and prophylaxis of opportunistic infections, wasting, and treatment of side effects of the medications themselves. The only medical criterion is HIV seropositivity: however, to receive services from the program the person's income must not exceed 400% of the Federal Poverty Level and must not have more than \$10,000 in assets (excluding own home and car).

HDAP purchases medications through a wholesaler and these are distributed through eight participating pharmacies throughout the state. The program has three drugs on the formulary which are controlled substances for the treatment of wasting and diarrhea. Federal law requires that the billing address and the address to which the drugs are shipped be identical to the address on the DEA license under which the drugs are ordered. The program needs to contract with a single pharmacy which will purchase the drugs, deliver them to physicians' offices throughout the state and bill the program for the cost of the drugs and the service provided.

##### **B. Description of the goals of the service**

To provide treatment for wasting and diarrhea to HIV infected patients.

##### **C. Description of the target population to be served**

Residents of Hawaii with HIV/AIDS who meet the HIV Drug Assistance Program (HDAP) eligibility requirements.

##### **D. Geographic coverage of service**

Statewide

##### **E. Probable funding amounts, source, and period of availability**

**Total Funding:** Twenty thousand (\$20,000) each fiscal year (Pending legislative appropriations and the availability of funds.)

**Source of Funds:** State

**Availability:** 7/1/05-6/30/07

## II. General Requirements

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The pharmacy selected must be licensed to dispense in the state of Hawaii and must adhere to all state and federal regulations pertaining to the provision of prescription medications.

**B. Secondary purchaser participation**

After-the-fact secondary purchases will not be allowed.

Planned secondary purchases

NONE

**C. Multiple or alternate proposals**

Allowed      Unallowed

**D. Single or multiple contracts to be awarded**

Single             Multiple      Single & Multiple

**E. Single or multi-term contracts to be awarded**

Single term (< 2 yrs)             Multi-term (> 2 yrs.)

**Initial term of contract: Two (2) years**

**Length of each extension: Twenty-four (24) months**

**Number of possible extensions: Two (2)**

**Maximum length of contract: Six (6) years**

**The initial period shall commence on the start date (July 1, 2005) or**

**Notice to Proceed, whichever is later.**

**Conditions for extension: 1) Availability of funds; 2) must be in writing; 3) must be executed prior to expiration.**

**F. RFP contact person**

**The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should will be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV**

**(Procurement Timetable) of this RFP.**

**Peter Whiticar  
STD/AIDS Prevention Branch  
Hawaii State Department of Health  
3627 Kilauea Avenue, Rm. 306  
Honolulu, Hawaii 96816  
Phone: (808) 733-9010 (Non-TDD) Fax: (808) 733-9015**

### **III. Scope of Work**

**The scope of work encompasses the following tasks and responsibilities:**

#### **A. Service Activities**

In each contract year, APPLICANT shall:

1. Purchase and deliver medications listed in Exhibit "A", to the offices of prescribing physicians. HDAP will notify the APPLICANT of patient eligibility at enrollment and at six-month intervals. HDAP shall authorize in writing which prescriptions are to be filled, the maximum number of refills, and a list of concomitant medications prescribed to the patient in order to guard against drug interactions.

#### **B. Management Requirements**

##### **1. Personnel**

At the time of the proposal submittal and throughout the contract period the APPLICANT shall have a minimum of two licensed pharmacists with specialized education in the treatment of HIV.

##### **2. Administrative**

Not Applicable

##### **3. Quality assurance and evaluation specifications**

As required under licensure requirements.

##### **4. Output and performance/outcome measurements**

Timeliness of prescription delivery is of paramount importance since interruption of treatment can have serious consequences. HDAP will monitor Applicant's delivery process at monthly intervals through physicians offices.

**5. Experience**

Applicant shall have a history of providing the services sought in this procurement, or similar services, to either the target population or other disabled populations.

**6. Coordination of services**

**Not Applicable**

**7. Reporting requirements for program and fiscal data**

APPLICANT shall provide the STD/AIDS Prevention Branch with written monthly program and budget reports within the following month. These reports shall indicate all drugs dispensed, cost of drugs and delivery information. Additional and/or more frequent reports shall be provided if deemed necessary by SAPB.

**8. Pricing structure or pricing methodology to be used**

Pricing shall not exceed the Medicaid price for the medications. A percentage of the Medicaid price for dispensing, educational materials, and follow-up with physicians' offices is allowable and needs to be requested and justified in the applicant's proposal. Additional medications may be added as necessary.

**9. Units of service and unit rate**

The unit price per pill or price per month's supply shall be listed in the proposal.

**IV. Facilities**

Applicant's facilities must meet all applicable Federal and State requirements for accessibility and safety.

**EXHIBIT A**

- ◆ Nandrolone decanoate (Deca-durabolin)  
200mg/ml and 200mg/ml vials
- ◆ Testosterone cypionate (Depo-Testosterone)  
200mg/1ml vial.
- ◆ Diphenoxylate/atrophine (generic) 2.5mg tabs

## **Section 3**

# **Proposal Application Instructions**

# Section 3

## Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Proposal Applications must be in a standard 12 point font, single spaced, with one inch margins.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of Contents*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are strongly encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### I. **Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

### **E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

## **III. Project Organization and Staffing**

### **A. Staffing**

#### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

#### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

### **B. Project Organization**

#### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

## **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

### **A. Program Proposal**

The applicant shall provide a detailed description of its program(s) under this RFP. The program proposal must include a detailed description of how the applicant plans to carry out each of the tasks and responsibilities listed under the Scope of Work.

### **B. Goals and Objectives**

Program goals: For each Service Activity under the Scope of Work the applicant shall provide process and outcome objectives. Each objective should be measurable and should clearly state the following:

1. who;
2. is going to be doing what;
3. when;
4. how much; and
5. how it will be measured; and
6. location(s) of service(s).

### **C. Quality Assurance and Evaluation**

The Applicant shall provide a description of its quality assurance and evaluation activities. Include what information will be used to evaluate progress on the objectives stated above. Indicate who will collect this information, and how it will be collected.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205  
SPO-H-206A  
SPO-H-206B  
SPO-H-206C  
SPO-H-206D  
SPO-H-206E  
SPO-H-206F  
SPO-H-206G  
SPO-H-206H  
SPO-H-206I  
SPO-H-206J

On Budget Form SPO-H-205, APPLICANT shall indicate all expenditures proposed under this RFP. A minimum of three (3) columns **must** be included on SPO-H-205 (see Section 5, Attachment E: Sample Form SPO-H-205):

- one column showing all proposed program(s) specific direct service costs funded under this RFP;
- one column showing all proposed administrative and program support costs funded under this RFP;
- one column showing the total budget request which combines the above two (2) and any other columns which show expenditures proposed under this RFP.

For purposes of this RFP, “administrative and program support costs” include lease/rental of space, lease/rental of equipment, repair and maintenance, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration and accounting. “Direct service costs” include wages and benefits of employees who directly provide the services, and the cost of materials, equipment, and supplies used to provide these services, and any staff training required under the agreement.

The applicant must include a detailed line by line narrative justification for all budget items proposed under this RFP (see Section 5, Attachment C: Sample Narrative Budget Justification).

## **B. Other Financial Related Materials**

### **Accounting System**

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents **must** be attached as part of the Proposal Application:

- A copy of the Applicant’s most recent financial audit.

## **VI. Other**

### **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

## **Section 4**

# **Proposal Evaluation**

## Section 4 Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
<b>Administrative Requirements</b>	
<b>Proposal Application</b>	<b>100 Points</b>
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	<u>10 Points</u>
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

**(1) *Administrative Requirements***

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications

**(2) *Proposal Application Requirements***

- Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

**B. Phase 2 - Evaluation of Proposal Application (100 Points)**

***Program Overview***

No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

**1. Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

**A. Necessary Skills**

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

**B. Experience**

- Demonstrated capability to provide requested services.

**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

## **2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

### **A. Staffing**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

### **B. Project Organization**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

## **3. Service Delivery (55 Points)**

*The State will evaluate the applicant's overall approach service delivery that shall include:*

- Tasks to be completed.
- Service activities.
- Work plan.
- Management plan.
- Timeline and schedules.

## **4. Financial (10 Points)**

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.

- Non-personnel costs are reasonable and adequately justified.
- To what extent does the budget support the scope of service and requirements of the Request for Proposal?
- Adequacy of accounting system.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

## **Section 5**

## **Attachments**

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Proposal Application Sample Table of Contents
- C. Sample Narrative Budget Justification

# **Attachment A**

## **Proposal Application Checklist**

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
<b>Certifications:</b>				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Narrative Budget Justification			X	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# **Attachment B**

## **Proposal Application Sample Table of Contents**

## Sample Table of Contents

<b>I.</b>	<b>Program Overview</b> .....	1
<b>II.</b>	<b>Experience and Capability</b> .....	1
	<b>A.</b> Necessary Skills .....	2
	<b>B.</b> Experience.....	4
	<b>C.</b> Quality Assurance and Evaluation.....	5
	<b>D.</b> Coordination of Services .....	6
	<b>E.</b> Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing</b> .....	7
	<b>A.</b> Staffing.....	7
	1.    Proposed Staffing.....	7
	2.    Staff Qualifications .....	9
	<b>B.</b> Project Organization .....	10
	1.    Supervision and Training.....	10
	2.    Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery</b> .....	12
<b>V.</b>	<b>Financial</b> .....	20
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation</b> .....	20
<b>VII.</b>	<b>Attachments</b>	
	<b>A.</b> Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	<b>B.</b> Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
	<b>C.</b> Organization Chart	
	Program	
	Organization-wide	
	<b>D.</b> Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	

# **Attachment C**

## **Sample Narrative Budget Justification**

## **SAMPLE: NARRATIVE BUDGET JUSTIFICATION**

### **1999 HIV Prevention Budget and Justification**

#### **Summary**

Hawai'i's FY 1999 HIV/AIDS Prevention Cooperative Agreement is requesting \$1,735,732 in federal financial assistance. This is the same amount received in FY 1998. In accordance with the revised *1999 HIV Prevention Plan Update for the State of Hawai i*, adjustments have been made to the contracts for HIV prevention activities to increasingly focus on those priority groups as identified by the plan. At a time of level funding and increasing demand for services, the STD/AIDS Prevention Branch of the Department of Health (DOH) has made every effort to reduce costs without negatively impacting upon the delivery of services as well as conforming to the recommendations of the Hawai i HIV Prevention Community Planning Group.

<b>I.</b>	<b>PERSONNEL</b>	<b>\$502,500</b>
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Request includes 16 previously funded positions.

<b>A.</b>	Disease Intervention Specialists (DIS)	265,200
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8.5 Positions: (Employee 1), (Employee 2), (Employee 3), (Employee 4), (Employee 5), (Employee 6), (Employee 7), (Employee 8), and (Employee 9).

These positions are under the STD/AIDS Prevention Branch of the Department of Health (DOH). Although they are housed in different health centers, they all have the same functions -- HIV antibody counseling and testing. The staff in these positions will be performing full-time HIV antibody counseling and testing (C&T ) activities including: Phlebotomy; pretest counseling; post-test counseling; encouraging partner notification and referral of seropositive patients, including guidance of appropriate methods of referrals, and notifying sex and needle-sharing partners of seropositive patients, including counseling and testing as appropriate. These positions will also be involved in outreach counseling and testing with OraSure by accompanying CHOW outreach workers on all islands. They also will collaborate with other agencies to provide counseling and testing to at-risk populations. These positions will allow the program to accomplish

the objectives in Counseling, Testing, Referral, and Partner Notification (CTRPN).

Five positions will be working in the HIV Antibody Clinic at the Diamond Head Health center on O'ahu during various days. They also provide HIV antibody counseling, testing, referral and partner notification services in support of the STD Clinic. The HIV Antibody Clinic at the Diamond Head Health Center currently performs 600 HIV antibody tests per month. These five positions will also provide outreach counseling and testing services in other sites which include drug treatment facilities, TB Clinic, family planning clinics, colleges, prisons, medical clinics, and the CHOW mobile van. These counseling and testing sites are scheduled during various days and hours.

Four positions are assigned to the neighbor islands -- one for Maui County; two for the island of Hawai'i, which is the largest island geographically and has one position assigned to each of the two main population centers on the opposite sides of the island -- Hilo and Kona; and one half-time position for the island of Kaua'i.

B. Clerk Stenographer 22,100

(Employee 10)

This position is under the DOH and will be housed on O'ahu. This position will be responsible for all the clerical, stenographic and statistical functions of the HIV Antibody Counseling and Testing Program, including: preparing HIV antibody clinic records and forms, posting of laboratory results onto medical records; filing of HIV antibody medical records, tabulating all epidemiologic data through an electronic data system; providing stenographic support to the DIS; and preparing all purchase orders for office and laboratory supplies of the HIV Antibody Counseling and Testing Program.

C. Public Health Educator IV 138,700

4 Positions: (Employee 11), (Employee 12), (Employee 13), and vacant to be hired.

These four public health educators are located on O'ahu. Each of these educators will undertake a diversity of statewide, community-based activities to implement the impact objectives stated in the grant. These educators will coordinate and collaborate with government and community leaders throughout the state to

establish networks which facilitate HIV/STD education among populations at risk for HIV. These educators will continue to provide some direct service HIV/STD education to populations at high risk for HIV, including men who have sex with men, injection drug users, women, transgender, youth at risk for HIV, cultural and ethnic minority populations, incarcerated populations, and other underserved populations at risk for HIV. However, the priority for these health educators will be community coordination and providing technical assistance to HIV/STD-related agencies statewide.

<b>II.</b>	<b>FRINGE BENEFITS</b>	
	27.17% x \$502,500	\$136,529
	<b>TOTAL PERSONNEL COSTS</b>	<b>\$639,029</b>
<b>III.</b>	<b>TRAVEL</b>	<b>\$ 44,880</b>
A.	In-state Travel	33,150
1.	Interisland Travel	23,650
a.	Counseling and Testing	2,530

This amount is necessary for the four neighbor island disease intervention specialists to travel to O’ahu for the annual staff meeting and training. The costs of the meetings include \$300 (\$74 per person x 4 people) air fare; per diem costs of \$160 (\$40 per day x 4 people); car rental costs of \$40; and airport parking fees of \$40 (\$10 per day x 4 people).

Interisland travel is also necessary for the CTRPN trainer to travel to each island to provide HIV Prevention Counseling training to staff at community agencies and at AIDS service organizations. Costs for this activity include \$150 (\$74 per person X 2 trips) airfare; per diem costs of \$720 (\$80 per day X 9 days); car rental costs of \$360 (\$40 per day X 9 days); and airport parking fees of \$100 (\$10 per day X 10 days).

b. Community Planning 13,170

This amount is necessary for the neighbor island community planning group representatives to travel to O'ahu to attend Community Planning Group (PCPG) and PCPG committee meetings. The costs of the meetings include \$6,660 (\$74 per person X 9 people X 10 meetings) air fare. Funding is also necessary for the seven committees to meet on O'ahu for a total of 45 meetings.

c. Health Education/Risk Reduction and Public Information 2,600

Travel costs are also necessary for the 4 public health educators on O'ahu for use of their personal car for travel to various AIDS prevention activities. The estimated cost is \$2,400 (\$50 per month X 4 people X 12 months). The clerk stenographer also is assigned duties which involves the use of her personal car for such travel to various AIDS meetings to take minutes and travel to the various vendors to pick up educational supplies. The estimated cost is \$200 (\$17 per month X 12 months).

**IV. SUPPLIES \$101,893**

A. ELISA Kits (serum) 50,400  
\$3.00 per test X 16,800

This amount is necessary to purchase the HIV antibody testing kits for the Laboratories Branch of the Department of Health. An estimated 14,000 tests will be performed by the laboratory for HIV antibody testing during this budget period. Assuming an average of 20% of the tests will be performed for repeat testing of positives/indeterminates and for quality control testing as required by the manufacturer as well as for CLIA, a total of 16,800 tests will be performed. This total includes all tests performed through the counseling, testing and partner notification program. Thus, the estimated cost for this budget period is \$50,400. (16,800 tests X \$3.00/test)

B. Reagents and Laboratory Supplies 5,500  
(\$25 per test X 220 tests)

This amount is necessary to purchase laboratory supplies to perform the Western Blot test. During the budget period, we plan to perform a total of 14,000 tests. Assuming a 1.6% positivity rate/indeterminate rate, we may anticipate performing 220 Western Blot tests.

C. Laboratory Supplies 1,000

This amount is necessary to purchase the miscellaneous laboratory supplies to perform the ELISA and Western Blot tests. Costs include dilution tubes, storage vials, gloves, certified mailing packages and disinfectants.

D. Other Counseling and Testing Supplies 17,600

1. Laboratory Forms 8,300

11,000 forms X \$.75 per form

2. Paper Supplies and Printing Costs 1,000

This amount is needed for AIDS Informed Consent Forms and educational supplies.

3. Phlebotomy Supplies 8,300

This amount is necessary to purchase vacutainers, needles, needle holders, bandaids, cotton, alcohol, gloves and sharps collectors necessary for performing phlebotomy on 11,000 patients at \$.75 per patient.

E. HIV Antibody Counseling and Testing Supplies (oral) 13,400

The HIV antibody counseling and testing program is planning to continue the outreach program to provide HIV counseling and testing services through oral collection devices to hard to reach men who have sex with men as well as IDUs. Assuming an average of 20% of the tests will be performed for repeat testing of positives/indeterminates and for quality control testing as required by the manufacturer as well as for CLIA, a total of 1,620 tests will be performed. The laboratory costs include:

HIV antibody test kits  
1,620 tests X \$4.00 per test = \$6,480

OraSure oral specimen collection device  
1,350 X \$3.60 = \$4,860

Reagents and other  
laboratory supplies \$2,060

F. Educational Supplies \$7,200

Educational supplies such as pamphlets are an integral part of the AIDS health education program. Pamphlets and booklets from Channing L. Bete Company and other vendors. The pamphlets are distributed to Hawai'i residents on all islands.

20,000 pamphlets @ \$0.36 7,200

